

**DEPARTMENT OF THE NAVY  
PERFORMANCE APPRAISAL REVIEW SYSTEM**

**PART I**

1. PERIOD COVERED  FROM: _____ TO: _____	2. <input type="checkbox"/> INTERIM APPRAISAL <input type="checkbox"/> RATING OF RECORD
3. NAME (Last, First, Middle Initial)	4. SSN
5. POSITION TITLE/SERIES/GRADE	6. ORGANIZATION/CODE

7. RECORD OF REVIEWS AND FINAL APPRAISAL  
 (Signature indicates that this step of the process has been completed. Must be signed and dated)  
 (NOTE: Employee signature does not necessarily constitute agreement with the plan or rating)

ELEMENTS/STANDARDS	PROGRESS REVIEW	RATING
IMMEDIATE SUPERVISOR		
SECOND LEVEL SUPERVISOR		
EMPLOYEE (Last)		

8. RATING OF RECORD OR INTERIM APPRAISAL

☐ Level 5      ☐ Level 4      ☐ Level 3      ☐ Level 2      ☐ Level 1  
 OUTSTANDING      EXCEEDS FULLY SUCCESSFUL      FULLY SUCCESSFUL      MINIMALLY SUCCESSFUL      UNACCEPTABLE

9. EMPLOYEE'S POSITION DESCRIPTION IS CURRENT AND ACCURATE?

☐ YES      ☐ NO

10. SUPERVISORY COMMENTS

11. ACTIVITY HEAD DESIGNEE APPROVAL	Signature _____ Date _____	Check Box IF APPROVED <input type="checkbox"/> Performance Award \$ _____ <input type="checkbox"/> Quality Step Increase
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PART II			
LIST CRITICAL ELEMENTS AND STANDARDS	INDIVIDUAL RATINGS		
<p><b>EXAMPLE FORMAT:</b>    Define Individual Critical Elements and Standards.</p> <p>(Three to five critical elements are desired; no non-critical elements.)</p> <p>                                 A.    Element</p> <p>                                      (1) Standard - FS only</p>	ABOVE FULLY SUCCESSFUL	FULLY SUCCESSFUL	BELOW FULLY SUCCESSFUL

## INSTRUCTIONS FOR COMPLETING PERFORMANCE APPRAISAL REVIEW SYSTEM (PARS FORM)

### **PART I**

1. Period Covered - Dates employee is under standards (From - To).
2.
  - a. Interim appraisals include progress reviews, training appraisals, and close-out ratings.
  - b. Ratings of record are annual, end of performance period ratings and special WGI determination ratings. The rating of record block must be checked only when the rating clearly meets the definition provided in CPI 430.
3. Name - Last, first, middle initial.
4. SSN - Covered employee's Social Security Number.
5. Position Title / Series / Grade - Official position classification title, series, and grade.
6. Organization and Code - Name of command / activity / office to which officially assigned and organizational code.
7. Record of Appraisal Process - The immediate supervisor, second level supervisor, and employee will sign and date each step of the appraisal process.
8. Rating - Final summary rating level assigned. This applies to both interim appraisals and ratings of record. See "Rating Conversion Chart," attached and instructions provided in Part II, below. Final rating approved by Activity Head Designee.
9. Certification that employee's position description is accurate and in conjunction with the elements and standards for the position. Inaccurate position descriptions must be updated as soon as possible, within 60 days.
10. Supervisory Comments - Comments concerning performance. Used for exceptional performance, and documentation for approved awards.
11. Activity Head Designee Approval - Approves rating of record and performance awards. Employee is eligible to receive both awards, however, rating of record must be "O" to receive a Quality Step Increase.

### **PART II**

1. List Critical Elements and Standard(s) - List individual critical elements and the "Fully Successful" (FS) standard for each element. Three to five critical elements should be established for each position. No non-critical elements will be developed. Supervisory positions must include one element for supervisory responsibility. All administrative / clerical positions will include a critical element to measure the quality of correspondence preparation.
2. Ratings - Complete initial three-level rating for interim appraisal or rating of record using the "Rating Conversion Chart" attached. The final summary rating is annotated on Part I of this form.

### **MAINTENANCE OF RECORDS**

Performance ratings of record and performance plans shall be retained for three rating years.  
Supporting documents shall be retained at least one year.  
Documents may be maintained in the OPF or the EPF.

## RATING CONVERSION CHART

### LEVEL DEFINITIONS

Each element performed by the employee is initially rated at one of three rating level descriptors: Above Fully Successful (AFS), Fully Successful (FS), and Below Fully Successful (BFS). Individual level descriptors are then converted to a five-level final summary rating using the criteria in paragraph b. below:

a. Definitions of three rating levels:

<u>RATINGS</u>	<u>DEFINITIONS</u>
Above Fully Successful (AFS)	Work accomplishments exceed the fully successful criteria depicting unusually good or excellent quality, or high quantity of work provided ahead of schedule and with less than normal supervision.
Fully Successful (FS)	Work accomplishments are of good quality. The individual produces the expected quantity of work. Results are in consonance with policy and schedules on work completion are met.
Below Fully Successful (BFS)	Work Accomplishments fail to meet the fully successful standard and the individual needs improvement to reach that level.  A detrimental effect on the organization's success in accomplishing work assignments is recognized. There is a need for closer supervision, substantive correction of work results and remedial training.

b. Definitions of five final summary rating levels:

<u>RATINGS</u>	<u>DEFINITIONS</u>
Outstanding (Level 5)	Above fully successful on all critical elements and made significant contributions to the organization's missions.
Exceeds Fully Successful (Level 4)	Above fully successful on the majority of critical elements.
Fully Successful (Level 3)	At least fully successful on all elements.
Minimally Successful (Level 2)	Below fully successful on one or more critical elements, but did not fall below the MS Standard on any element.
Unacceptable (Level 1)	Below fully successful on one or more critical elements and failed that element.